

Adding New Items to Existing Records



HORIZON 7.33

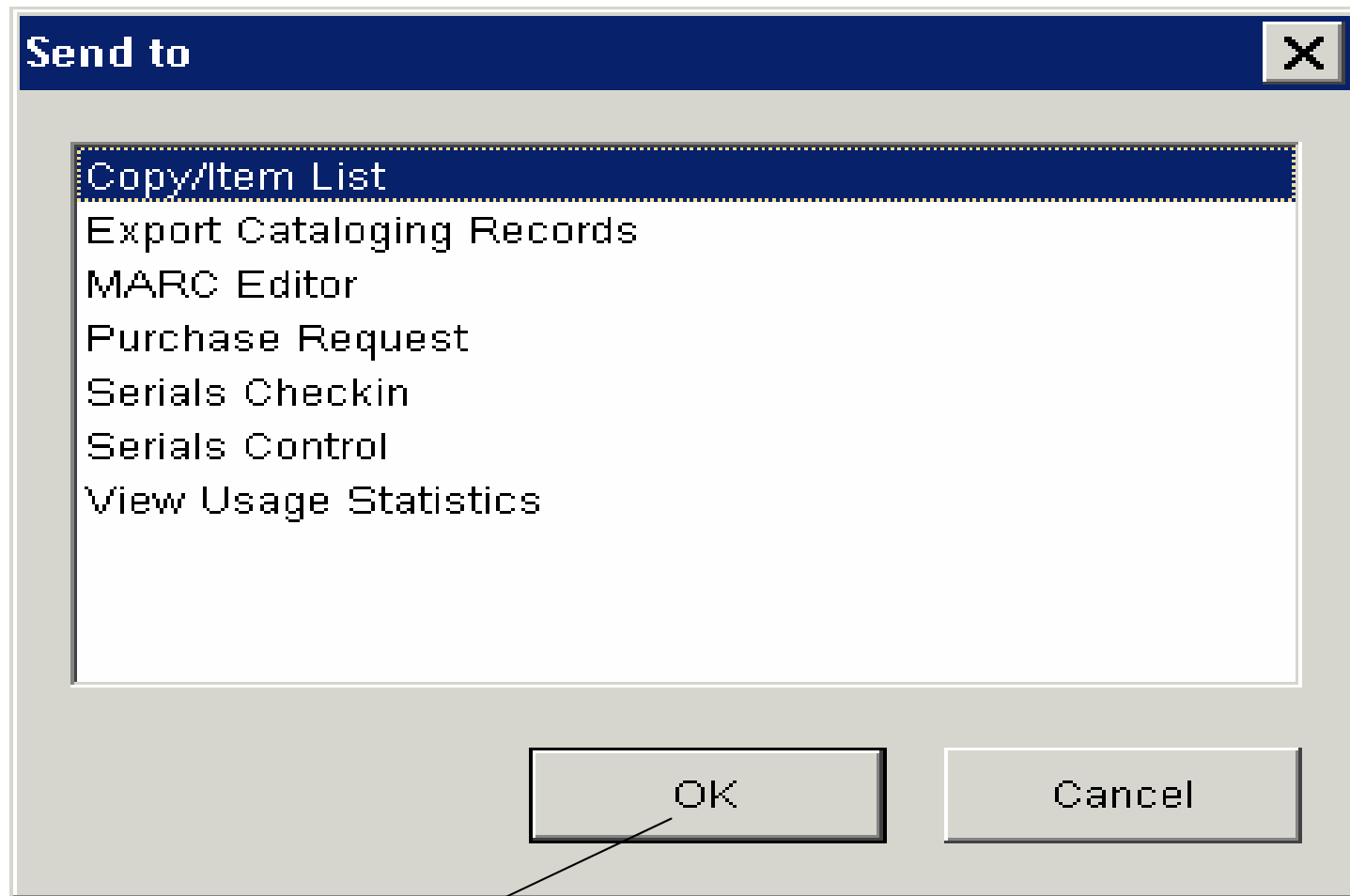
Adding Items to existing records

- Two ways to add items:
- 1) New - Creates new items with default item type and collection information
- 2) Batch create – copies information from a current item in numerous quantities

Search for the record and Send to Copy/Item list

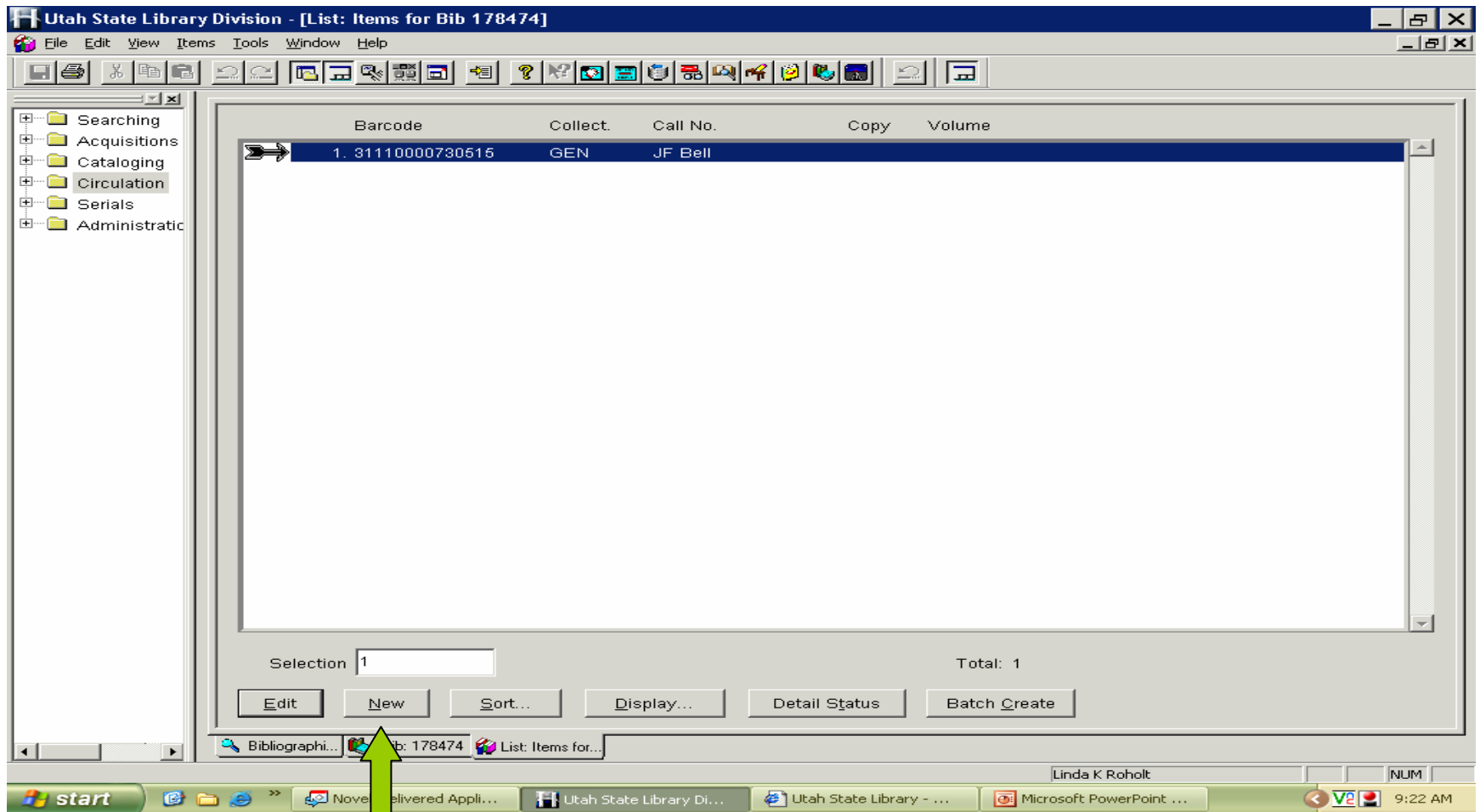
- ❑ 1)The first step is to search for your record - (F2 or searching>new search)
- ❑ 2)Verify that the record reflects the item in hand (ISBN, author, title, etc.)
- ❑ “Send to” copy/item list (F10 or the icon with the paper and yellow arrow)

Send to - Copy/Item List



Click "OK" or Enter

Copy/Item List - New



Edit screen - New

Utah County Bookmobile - [Edit: Items for Bib 2427]

File Edit View Tools Window Help

Searching
Acquisitions
Cataloging
Circulation
Serials
Administration

Item#
Created 02/27/2006 Updated
Item Type BKS Books Codes
Item Barcode
Location UTCB Utah County Bookmobile Codes
Collection E Easy Codes
Call No.
Copy Statement Serial Volume No.
Source oclc Price
Item Note
Item Status av Available Codes
Fast-Add
Checkin Note
Last Checkout No. of Checkouts
Due Time Out to Borrower No.
No. of Pieces No. of Renewals
No. of Phone Renewals
Copy#
Call Type DD General Codes
Staff-Only

Close Save Page Up Page Down

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Titles: spy List: Items f... Edit: Items fo...

Linda K Roholt OVR NUM

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Displays default Item Type and Collection

Edit and Save

Utah County Bookmobile - [Edit: Items for Bib 2427]

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Call Type DD General
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Codes
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Close Save Page Up Page Down

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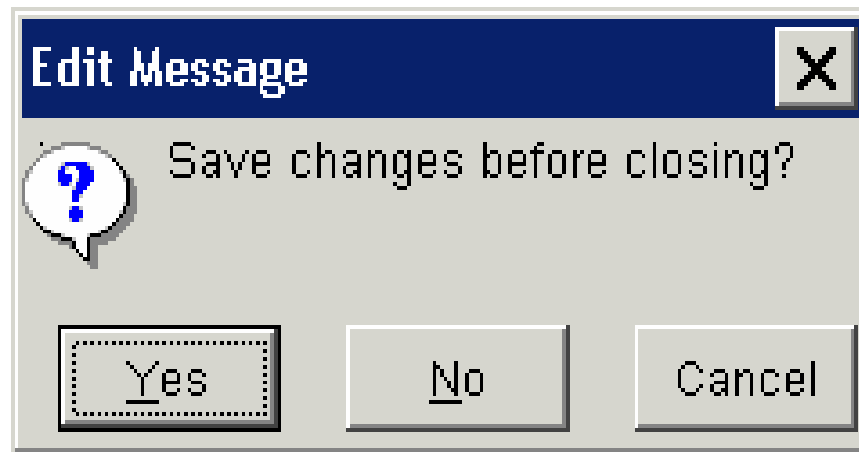
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Scan Barcode, Add Call# and check item type and collection

Exiting without saving changes

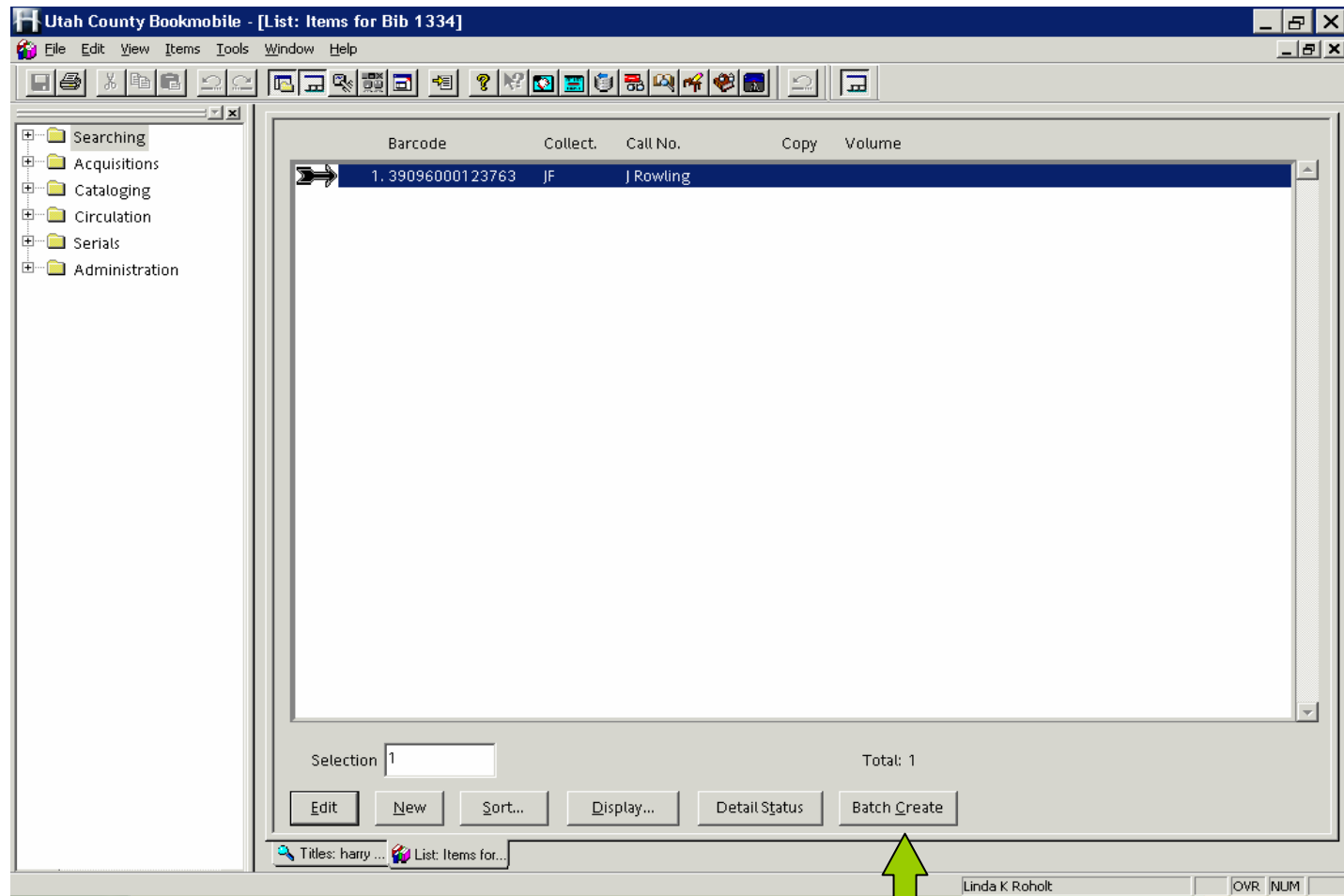
- If you exit without saving changes you will be prompted to save or cancel (Yes is the default)



Check-in new Item

- ❑ Remember to always **check-in** the new item
- ❑ Option 1 - Open the circulation module and scan the new barcode
- ❑ Option 2 - From the copy list you can "send to" (F10) and choose check-in then Enter once the barcode has transferred to Circulation

Item/Copy List – Batch Create



Batch window – Copy area

The screenshot shows a dialog box titled "Batch Item Creation" with a close button (X) in the top right corner. Below the title bar, the text "Fill in Copy or Volume or Barcode." is displayed. The dialog is divided into three sections: "Copy #", "Volume #", and "Barcode #". Each section contains a "Prefix Label" field and a range of numbers from "From #" to "To #". In the "Copy #" section, the "From #" and "To #" fields are both set to "1". A green speech bubble points to the "To #" field with the text "Enter amount wanted = 1". In the "Volume #" section, the "From #" and "To #" fields are empty. In the "Barcode #" section, the "Prefix Label" field contains "39096" and the "Length" field contains "9". The "From #" and "To #" fields are empty. At the bottom of the dialog are "OK" and "Cancel" buttons. Two arrows point from the word "Ignore" to the "Volume #" and "Barcode #" sections.

Batch Item Creation

Fill in Copy or Volume or Barcode.

Copy #

Prefix Label From # To #

Volume #

Prefix Label From # To #

Barcode #

Prefix Label 39096 From # To #

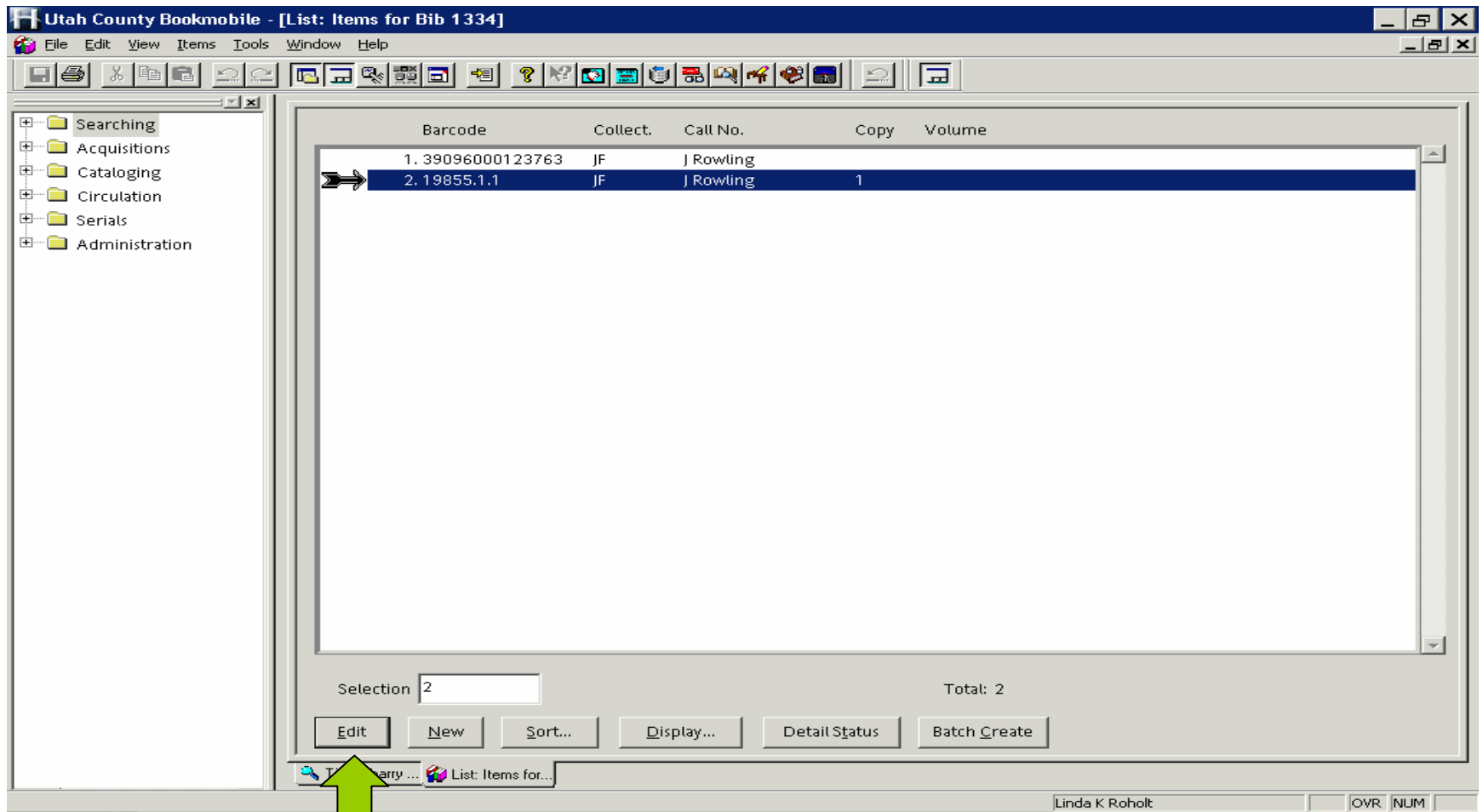
Length 9

OK Cancel

Enter amount wanted = 1

Ignore

New item is created – Edit item



Edit new item

Utah County Bookmobile - [Edit: Items for Bib 1334]

File Edit View Tools Window Help

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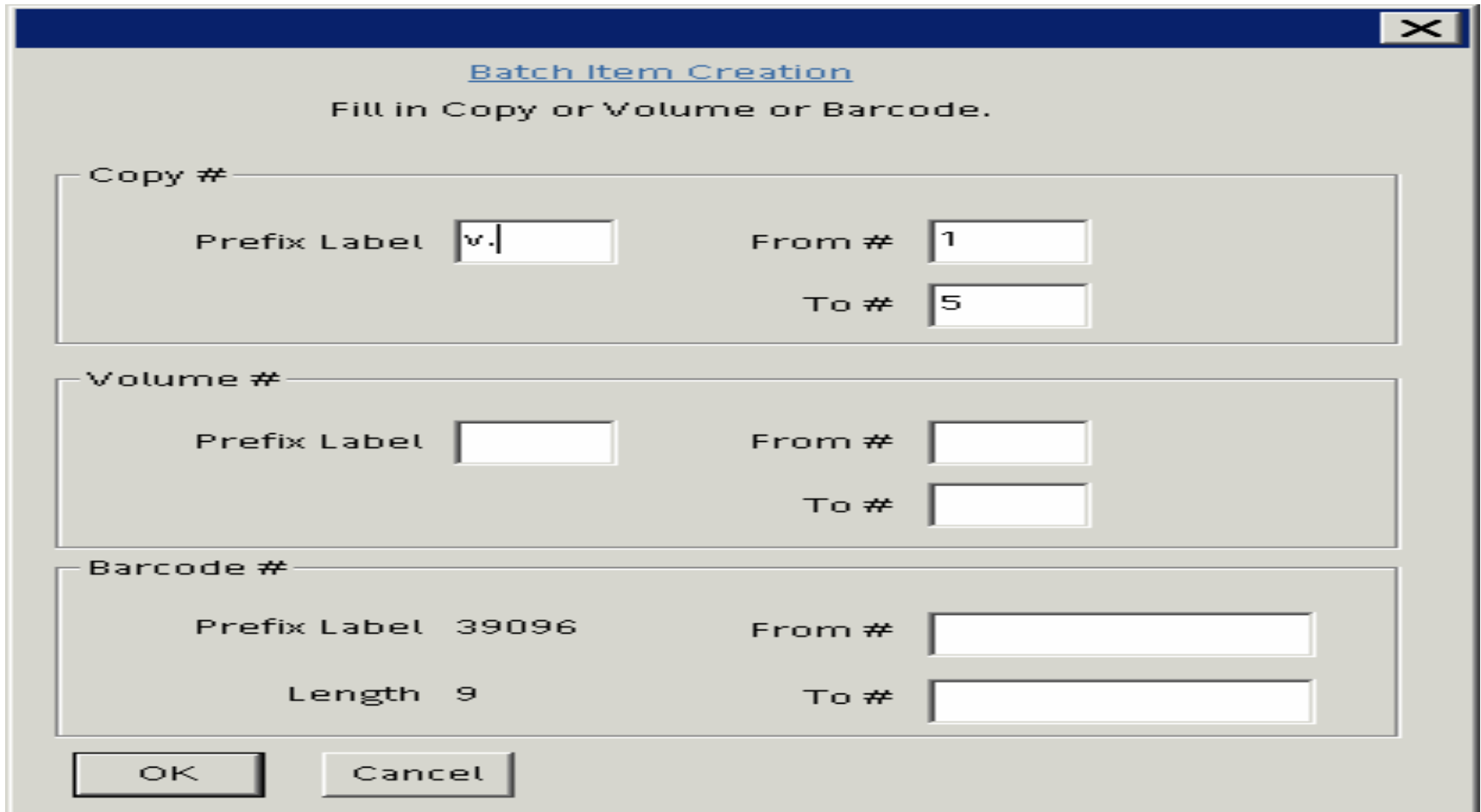
Item# 19855
Created 02/27/2006 Updated
Item Type BKS Books
Item Barcode 19855.1.1
Location UTCB Utah County Bookmobile
Collection JF Juvenile Fiction
Call No. J Rowling
Copy Statement 1
Serial Volume No.
Source oclc Price 17.95
Item Note
Item Status av Available
Fast-Add ☐
Checkin Note
Last Checkout No. of Checkouts 0
Due Time Out to Borrower No.
No. of Pieces No. of Renewals 0
No. of Phone Renewals 0
Copy#
Call Type DD General
Close Save Page Up Page Down
Page 1 of 2
Titles: harry ... List: Items f... Edit: Items fo...
Linda K Roholt OVR NUM

A number is automatically added in the copy statement with batch create – you may want to delete

Copy Area options

- The first example created 1 new item based on the item that was highlighted when “batch create” was chosen.
- 1 in “from” and 5 in “to” 5 would create 5 new items
- A prefix can be added before the copy area (for example “v.” for volumes)

Prefix label example – Batch create



A screenshot of a software dialog box titled "Batch Item Creation" with a close button (X) in the top right corner. The dialog box has a light gray background and a dark blue title bar. Below the title bar, the text "Fill in Copy or Volume or Barcode." is centered. The dialog is divided into three main sections, each with a label on the left: "Copy #", "Volume #", and "Barcode #". Each section contains a "Prefix Label" field and two numeric fields labeled "From #" and "To #". In the "Copy #" section, the "Prefix Label" field contains "v.", the "From #" field contains "1", and the "To #" field contains "5". In the "Volume #" section, all three fields are empty. In the "Barcode #" section, the "Prefix Label" field contains "39096", the "Length" field contains "9", and the "From #" and "To #" fields are empty. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

Batch Item Creation
Fill in Copy or Volume or Barcode.

Copy #

Prefix Label From #
To #

Volume #

Prefix Label From #
To #

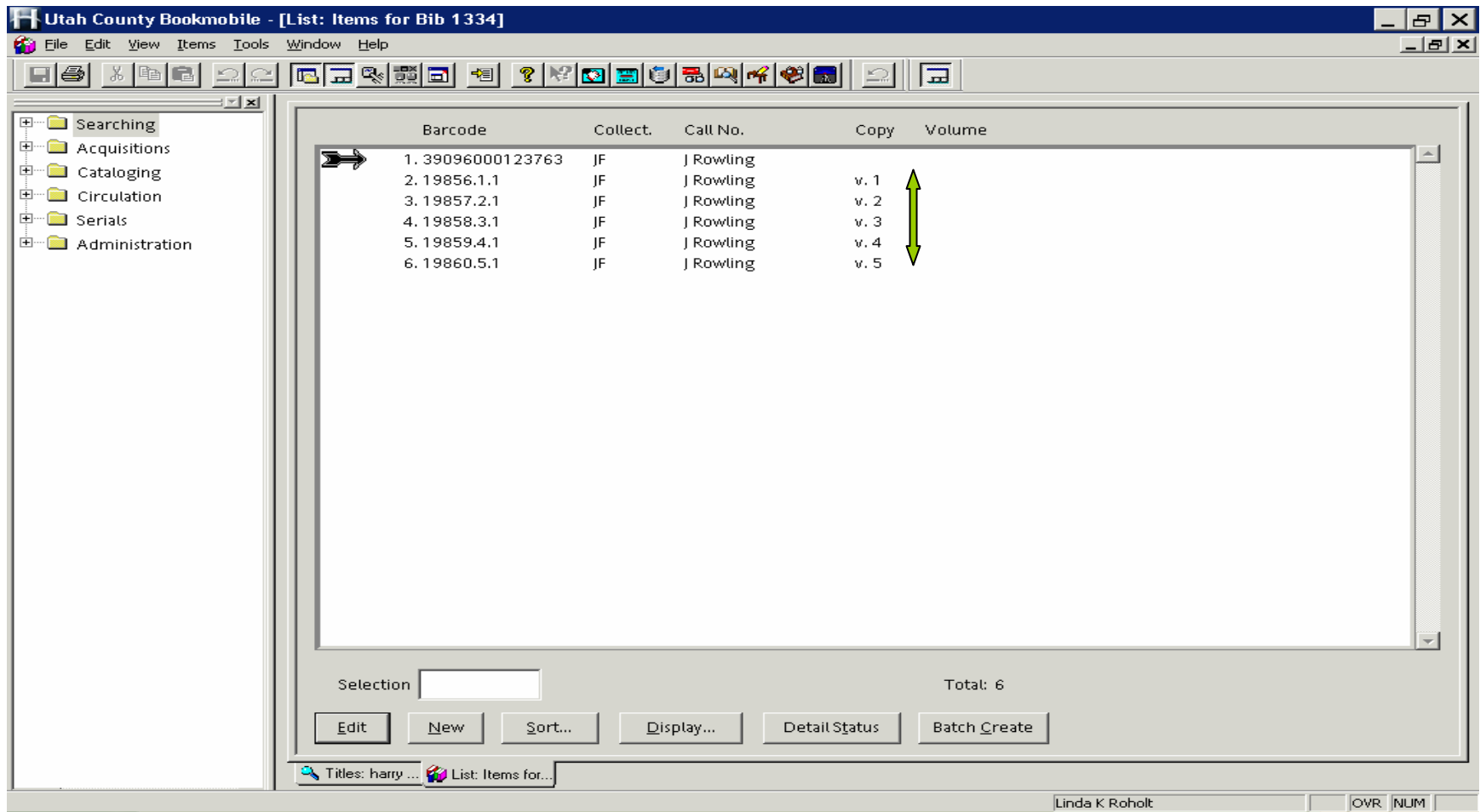
Barcode #

Prefix Label 39096 From #
Length 9 To #

OK Cancel

This will create 5 new items with v.1 - v. 5 in the copy statement area of each item

Prefix example – Batch create



Add Barcode and Save

Utah County Bookmobile - [Edit: Items for Bib 1334]

File Edit View Tools Window Help

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Item# 19856
Created 02/27/2006 Updated
Item Type BKS Books
Item Barcode 19856.1.1
Location UTCB Utah County Bookmobile
Collection JF Juvenile Fiction
Call No. J Rowling
Copy Statement v. 1
Serial Volume No.
Source oclc Price 17.95
Item Note
Item Status av Available
Fast-Add ☐
Checkin Note
Last Checkout No. of Checkouts 0
Due Time Out to Borrower No.
No. of Pieces No. of Renewals 0
No. of Phone Renewals 0
Copy#
Call Type DD General

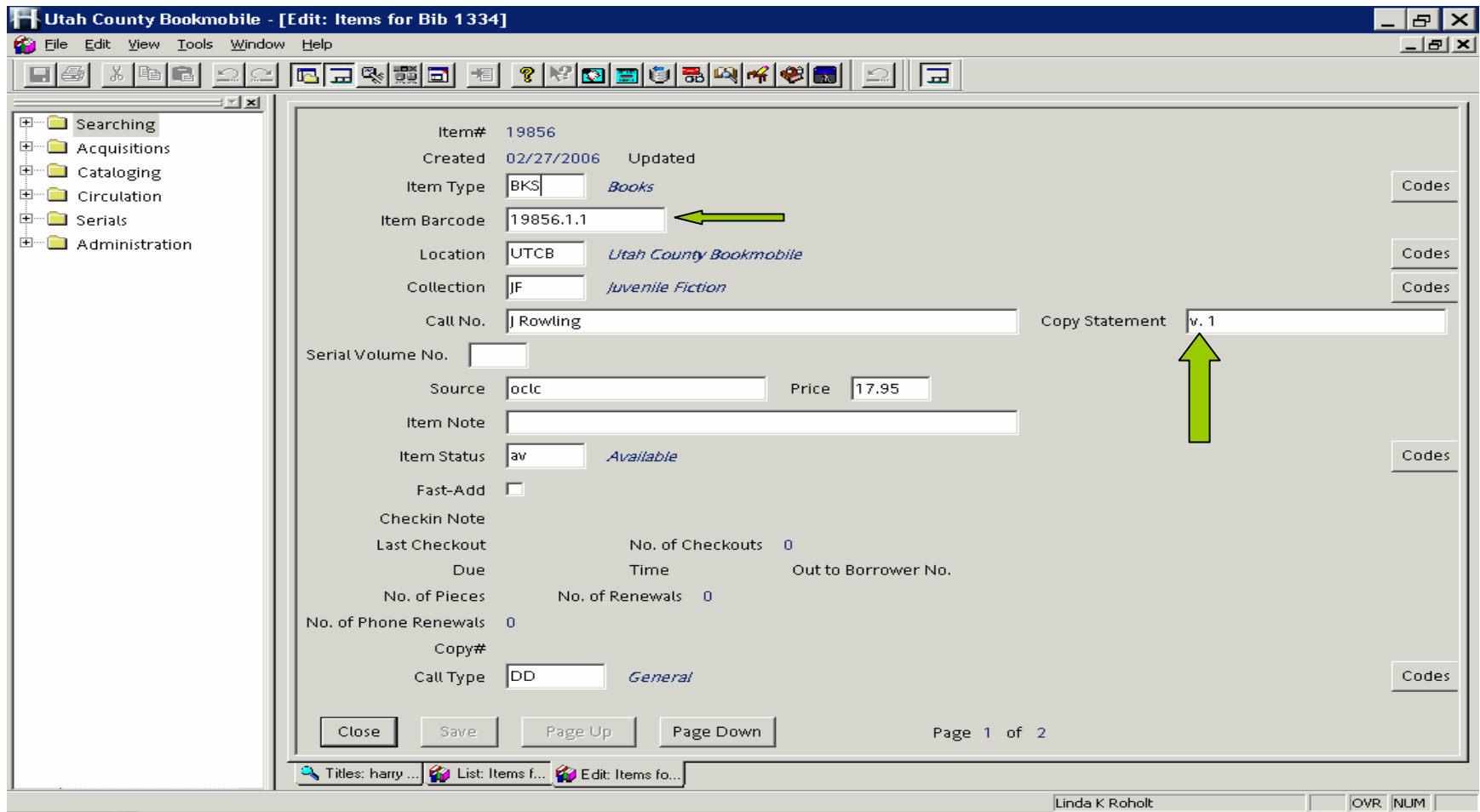
Codes
Codes
Codes
Codes
Codes

Close Save Page Up Page Down

Page 1 of 2

Titles: harry ... List: Items f... Edit: Items fo...

Linda K Roholt OVR NUM



Check-in new Item

- ❑ Remember to always **check-in** the new item
- ❑ Option 1 – Circulation>Open CKI Window and scan the new barcode
- ❑ Option 2 - From the copy list you can “send to” (F10) and choose check-in then Enter after the barcode has transferred to Circulation (you will hear a beep if it has checked- in)

Questions?

▣ Contact

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